

# Request for Exceptional Term Time Leave (one form per child)



St Joseph's Primary School  
*a Catholic Voluntary Academy*



Parents/Carers must complete this form and return it to the school office,  
no less than **20 school days (4 weeks) BEFORE** commencement of the leave of absence.

Name of School: <b>Ballifield Primary School</b>			
Name of Pupil: _____ Tutor Group: _____ <u>Siblings in this or other schools:</u> Name of Sibling: _____ Sibling's Date of Birth: _____ Name of School: _____	Parents/Carers		
	Name		Date of Birth
	Name		Date of Birth
	Tel. No		
	Email		
Dates of exceptional leave request: From: _____ To: _____ Number of school days: _____ Expected date of return to school: _____			
Why are you requesting an exceptional leave of absence during term time?  What steps have you taken to minimise the impact of the leave on your child's learning?  Where will you be staying during the leave period? (Please provide the full address and Emergency contact details for UK and Abroad) UK: Abroad:			
<ul style="list-style-type: none"> <li>• I confirm that the information on this form is true</li> <li>• I agree to keep the school informed of any changes to my travel arrangements or if my child is unable to return to school on the due date</li> <li>• I am aware that if my child does not return to school by the date provided that he/she is at risk of losing their place at this school</li> <li>• I am aware that I may be fined and/or prosecuted for any time which my child is absent from school that has not been authorised by the Headteacher.</li> </ul>			
Name and relationship to child:		Signed by Parent/Carer:	Date:
<b>FOR SCHOOL USE ONLY</b>		Date request received:	
Current / previous year's attendance		%	%
Is the request in the first 2 weeks in September?		Yes	No
Do the dates clash with any examinations?		Yes	No
Days taken in current academic year		H	G
Days taken in previous academic year		H	G
Current level of unauthorised absence		%	
Has the request been considered by the Headteacher?		Yes / No	
Has the request been discussed with the Parent / Carer?		Yes / No	Date: _____
No. of school days requested: _____ No. of days Authorised: _____		No. of days unauthorised: _____	
Date of decision letter sent to Parent/Carer: _____		FPN: Yes / No	
<b><i>If unauthorised leave is taken and this case complies with Penalty Notice criteria please forward to MAST along with pupil attendance register.</i></b>			
Headteacher's signature: _____			Date: _____

## Request for Exceptional Term Time Leave

### Important information for the Parent/Carer

In line with DCSF guidance the Headteacher at Ballifield Primary School cannot authorise any leave of absence during term time for holidays. The Headteacher has a discretionary power to authorise a leave of absence during term time in **exceptional circumstances**.

We will assess each request on an individual basis, considering both the impact missing lessons will have on a pupil's education and any special circumstances of which you make us aware. Handsworth Grange Community Sports College will also take into account;

1. The pupil's age and the stage in their education; pupils in years 9, 10 and 11 will not normally be authorised to have leave due to timed GCSE assessments taking place during the school year which are unable to be re-timetable.
2. The progress of the pupil. We will not authorise any leave of absence during testing or examination times.
3. Current and previous year's % attendance.
4. Any previous leave of absence during term time.
5. The level of unauthorised absence.

If agreement for leave is given, "H" will be shown on the pupil's record and this will count as "authorised absence". **NB** - If your child has (for example) 10 days leave and no other absence for the year, the best attendance they can achieve will be 94.7%, this is below the school target of 95%.

If a Parent/Carer takes their child out of school without permission being granted, this will count as an **"unauthorised absence,"** and will show a **"G"** on the pupil's attendance record.

Please remember there are 13 weeks of the year during which the school is closed. Every school day is vitally important for learning and any absence from school will result in lost learning and risk of underachievement. Recent studies show that 17 days absence can result in the loss of a GCSE grade or level.

**By law, parents whose children are of compulsory school age (5-16) and registered at school, are responsible for ensuring that their children attend regularly. If they fail to do this they may be guilty of an offence and can be issued a penalty notice or prosecuted under section 444 of the Education Act 1996.**

**If you take your child on holiday in term time without the Headteacher's authorisation, you may be issued with a FIXED PENALTY NOTICE (a fine)**

**The penalty is a £60 fine if paid within 21 days of receipt of the notice, rising to £120 if paid after 21 days but within 28 days. A Penalty Notice may be issued to *each* parent in respect of each unauthorised period of absence. If the penalty is not paid in full within the 28 days Sheffield City Council may prosecute.**